



NASA Financial Management Manual

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FMM 9780 ALLOWABLE EXPENSES CONNECTED WITH THE DEATH OF EMPLOYEES AND DECEASED DEPENDENTS

FMM 9781 GENERAL INFORMATION

9781-1 SCOPE

This chapter provides for the payment of allowable expenses for the preparation and transportation of the remains of a deceased employee and for the transportation of the immediate family and household goods of a deceased employee. These provisions apply to employees who die while: (1) On official travel away from their official station in the United States, (2) Performing official duties outside CONUS, (3) Absent from duty as provided in FMM 9781-4, and (4) Reassigned away from their home of record pursuant to a mandatory mobility agreement executed as a condition of employment. These provisions are applicable whether or not the employee's death was work related. The authorized allowances may not be denied because of the deceased employee's entitlement to burial benefits as a veteran of the Armed Forces of the United States. Provision is also made for returning the remains of dependents who die while residing with an employee outside the continental United States.

9781-2 DEFINITIONS

For purposes of this chapter, the following definitions will apply:

- a. "Home" means a fixed or permanent dwelling place synonymous with place of fixed abode as distinguished from a more temporary residence.
- b. "Dependents" includes a lawful widow; children, stepchildren, and adopted children, if unmarried, under twenty-one years of age, and in fact dependent upon the deceased for support, or if physically or mentally incapable of self-support regardless of age; and dependent parents who were a part of the decedent's household.
- c. "Cognizant Official" means the Director, Headquarters Administration, acting for NASA Headquarters and the Director of each NASA Field Installation.
- d. "Continental United States," includes the 48 contiguous states and the District of Columbia.
- e. "United States," includes the 50 states and the District of Columbia.



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9781-3 *RESPONSIBILITY TO NOTIFY RELATIVES*

The cognizant official of each NASA Installation or other properly designated official when informed of the death of an employee in any status subject to the provisions of this chapter shall notify immediately the next of kin or legal representatives of an employee's death and of the allowances provided for in this chapter. Every reasonable assistance should be given in arranging for preparation and transportation of the body. Also, the cognizant official shall provide necessary assistance for the return of the decedent's dependents and household effects to the official residence when the decedent's official station was outside the continental United States.

9781-4 *DEATH DURING PERIOD OF ABSENCE FROM DUTY*

When an employee dies while temporarily away from duty (taking leave or sightseeing on non-work days) during a period of travel on official business or during the period of his assignment to a post outside the continental United States, the provisions of this chapter will apply, except that under these circumstances the allowable costs for transportation of the remains outside the United States to the place of interment shall not exceed the amount which would have been allowed had death occurred at the duty point.

9781-5 *ESCORT FOR REMAINS*

Transportation expenses of an escort for the remains shall not be allowed. However, this shall not be construed to prohibit the use by an escort of one of the two tickets required to ship the remains as baggage by railroad.

9781-6 *METHOD OF PAYMENT*

Payment of allowable expenses may be made directly to the persons performing the services or by reimbursement to any person who has made the original payment for such expenses. Claims for reimbursement should be supported by receipts. Where the remains are transported by express on a U.S. Government Bill of Lading (SF 1103) or through the use of a U.S. Transportation Request (SF 1169) payment will be made on the appropriate voucher forms.

9781-7 *PROHIBITION OF PAYMENTS WHEN OTHER LAWS APPLY*

Payment of allowances set forth in FMM 9782 will not be made if payment is authorized by any other law of the United States. However, the allowances set forth by FMM 9782 will not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.



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FMM 9782 ALLOWANCES

9782-1 ALLOWABLE COSTS FOR PREPARATION OF REMAINS

- a. **DECEASED EMPLOYEES.** The allowable costs of preparing the remains of deceased employees who die while traveling on official business within or outside of the United States include the following:
 - (1) Cost of embalming or cremation,
 - (2) Necessary clothing,
 - (3) Casket or container suitable for shipment to place of interment,
 - (4) Expenses necessarily incurred in complying with local laws and laws at the port of entry in the United States applicable to the preparation of bodies for transportation and burial.
- b. **LIMITATIONS.** When death occurs while in travel status within the continental United States, payment of costs of preparation is limited to \$250. When death occurs outside the continental United States, reasonable actual costs will be allowed.
- c. **DECEASED DEPENDENTS.** No allowance is permitted for the preparation of remains of deceased dependents of employees. Mortuary services and supplies may be furnished, if practicable, on a reimbursable basis where local commercial mortuary facilities and services are not available or if available, the cost thereof is prohibitive. Reimbursement for the cost of mortuary services and supplies furnished pursuant to this subparagraph shall be collected and credited to the current appropriation available for the payment of such costs.

9782-2 TRANSPORTATION OF EMPLOYEE REMAINS

- a. NASA will pay the cost of transporting the remains of a deceased employee who was in travel status within or outside the continental United States or on assignment outside the continental United States, to the home, official station or place of interment not to exceed the cost of transportation to the home or official station, whichever is more distant. Allowable costs, when transportation is by common carrier, include the following:
 - (1) Transportation from place of death to an undertaking establishment,
 - (2) Procurement of burial and shipping permits,
 - (3) Furnishing an outside case for shipment of remains (including, when necessary, the sealing of such shipping case),



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- (4) Removal to common carrier,
 - (5) Transportation of remains by common carrier,
 - (6) One removal from the common carrier to an undertaking establishment or the place of interment.
- b. When transportation of remains is overland by hearse or other means of conveyance, the cost of transportation will include the cost of the hearse, or other conveyance, ferry charges, bridge tolls, and similar items, not to exceed the cost by common carrier. In these cases, no allowance should be made for the cost of an outside shipping case.

9782-3 *TRANSPORTATION OF REMAINS OF AN EMPLOYEE'S DEPENDENT*

NASA will pay the cost of transporting the remains of dependents who die while residing with an employee assigned to duty outside the continental United States, or while in transit to or from such post of duty. The amount allowed is limited to the necessary expenses incurred for the transportation of remains to decedent's former home within the United States or the designated place of interment as approved by the cognizant official of the NASA Installation concerned.

9782-4 *TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD EFFECTS OF DECEASED EMPLOYEE*

- a. **ALLOWABLE COSTS WHILE PERFORMING DUTIES OUTSIDE THE CONTINENTAL UNITED STATES.** The cost of return transportation of the immediate family and the baggage and household effects of the decedent and the immediate family is allowed when an employee dies while performing official duties at a post outside the continental United States or while in transit to or from such post. Allowable transportation costs may not exceed the cost of returning the dependents and the household effects and baggage from the post of duty by the most direct route to the decedent's former home or such other place not more distant than the former home as the cognizant official may approve. The transportation of the dependents is subject to the provisions of FMM 9762, Part I. The costs allowed for the transportation of household goods are limited to the provisions of FMM 9762-19 through 9762-21 and FMM 9762-25 through 9762-34. Substitute the deceased employee's legal representative or a member of the immediate family in place of the term "employee" in FMM 9762 when read in connection with the transportation of the household goods of a deceased employee.



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- b. **TIME LIMITATION.** Travel of the dependents and shipment of household effects must be undertaken within one year from the date of death of the employee. An extension of the time for shipment of household effects may be granted by the cognizant official of each NASA Installation if requested prior to the expiration of the 1-year limitation.
- c. **ALLOWABLE COSTS WHILE STATIONED IN THE CONTINENTAL UNITED STATES.** When an employee stationed in the continental United States dies while on TDY, transportation expenses are not authorized for the immediate family or the household goods. The deceased employee's baggage at the TDY point will be transported at Government expense to the official station or actual residence.

9782-5 *TRANSPORTATION OF PERSONAL BAGGAGE*

The cost of transportation of personal baggage, other than household effects allowable under FMM 9782-6 includes the expenses actually and necessarily incurred in transporting such property as baggage as provided in FMM 9736. Expenses incurred in transporting baggage by private conveyance that would not have been incurred had the baggage been transported by common carrier are not allowable. Claims for reimbursement for loss or damage to baggage during transit will not be allowed, nor will charges for marine or other insurance.

9782-6 *TRANSPORTATION OF HOUSEHOLD EFFECTS*

The allowable costs of transportation of household effects include the cost of packing, crating, drayage and transportation subject to the following restrictions:

- a. **ITEMS ALLOWABLE AS HOUSEHOLD EFFECTS.** Household effects cover such furniture and furnishings as are usual and necessary for the maintenance of a household establishment. Groceries, provisions, wines, liquors, animals or birds are not considered as household effects.
- b. **MEANS OF SHIPMENT.** Shipment of household effects will be made by ordinary freight by the most economical route unless otherwise specifically authorized by the cognizant official of each NASA Installation. In the absence of such authorization, payment will be allowed in an amount not to exceed the cost of shipping such effects by freight by the most economical route.
- c. **SHIPMENT BY AMERICAN VESSELS.** All shipments of household effects transported by water will be made on ships registered under the laws of the United States when such ships are available.
- d. **OTHER ALLOWABLE COSTS.** The expenses incurred in hiring and transporting lift vans, and in packing and crating or boxing, or packing in lift vans for shipment will be paid by NASA.



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- e. **COSTS NOT ALLOWABLE.** No allowances will be made for charges in connection with any shipment of empty lift vans, or for payment of storage charges or import duties on lift vans.

9782-7 MAXIMUM ALLOWANCES

Except as otherwise provided in this portion of the Chapter, the following schedule covers the maximum allowances for the transportation of household effects of deceased employees:

SCHEDULE OF ALLOWANCES COVERING TRANSPORTATION OF HOUSEHOLD EFFECTS OF DECEASED EMPLOYEES

<u>CLASS OF PERSONNEL</u>	BY WEIGHT (Pounds		BY VOLUME (Measurement Tons)	
))	
	When family is		When family is	
	<u>at post</u>	<u>not a post</u>	<u>at post</u>	<u>not at post</u>
Employees in grade GS-15 or above or receiving a salary payable in such grade or above.	24,000	19,000	60	49
Employees in grade GS-12, GS-13. or GS-14 or receiving a salary payable in such grade.	20,000	15,500	52	40
Employees in grade GS-9, GS-10. or GS-11 or receiving a salary payable in such grade.	16,500	12,000	43	33
Employees in grade GS-6, GS-7. or GS-8 or receiving a salary payable in such grade.	13,000	8,500	34	26
Employees in grade GS-5 or below or receiving a salary payable in such grade.	11,400	6,720	31	24

9782-8 MAXIMUM ALLOWANCES ON SINGLE CHARGE BASIS

When shipments of effects are computed on a weight basis, the allowances indicated in FMM 9782-7 under column 1 (by weight) shall apply. When, however, shipments of effects are computed only on a measurement basis, the maximum number of measurement tons (measuring 40 cubic feet each) for which payment shall be allowed are indicated in column 2 (by volume) of FMM 9782-7.



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9782-9 ALLOWANCES BASED ON WEIGHT AND VOLUME

When shipments involve weight consideration over one portion of the distance and measurement over another portion, payment shall be allowed for charges for the entire distance regardless of measurements if the weight does not exceed the weight limitations indicated in FMM 9782-7. Payment of actual charges shall also be allowed for the entire distance regardless of weight, provided the measurements do not exceed the maximum as indicated in FMM 9782-7.

9782-10 SHIPMENT OF EXCESS HOUSEHOLD EFFECTS

When shipments involve weight and measurement considerations over different portions of the distance, and measurement and weight are both in excess of the limitations herein prescribed, payment may not be allowed for weight excess where weight considerations are involved or for measurement excess where measurement considerations are involved. Allowances for packing should be computed on the basis (weight or measurement) used in computing shipment charges at the initial stage of transit.

9782-11 LESS THAN CARLOAD RATES

Where shipment of household effects is wholly within the United States and where the transportation of maximum allowances prescribed in FMM 9782-7 at less than carload rates would cost as much as, or more than, a minimum carload, transportation of a minimum carload may be allowed regardless of the volume or weight of the shipment.